

SANDY CITY  
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u> Water Distribution Operator I	<u>Revision Date:</u> 07/19
		<u>EEO Category:</u> Serv./Maint.
		<u>Status:</u> Non-Exempt
		<u>Control No:</u> 30539

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision and direction of the Distribution Supervisor, Assistant Operations Manager, or Operations Manager performs skilled work pertaining to the operations, maintenance, and construction of the City drinking water.

III. Essential Duties:

- Maintains and operates water system to ensure reasonable pressure and adequate service.
- Monitors and adjusts water and chemical levels in tanks.
- Performs SCADA and electrical trouble shooting and repair.
- Takes water samples necessary for compliance to various drinking water standards.
- Maintains wells, valves, pressure regulators, pump stations, tanks, etc.
- Repairs and installs surface features damaged during system maintenance including landscaping, sprinklers, asphalt, concrete, etc.
- Responds to customer complaints regarding flooding, water service, leaks, low pressure, frozen lines and other related matters.
- Reads, inspects, and adjusts meters in wells and booster stations.
- Delivers notices to customers regarding water turn-offs.
- Coordinates with contractors for water shut downs, including providing notices, etc.
- Turns customer water service on and off.
- Supports the Public Utilities operations as assigned.

IV. Marginal Duties

- Coordinates with engineering personnel on review and inspection of new developments.
- Responds to public inquiries, complaints, and requests.
- Operates and maintains various types of heavy, light, and complex equipment that is used in the maintenance and construction of the drinking water systems (backhoes, ten-wheeler trucks, excavators, high pressure machines, hand tools, etc.).
- Completes work orders and various other records pertaining to work activities.
- Performs other duties as assigned.

V. Qualifications

**Education:** High School diploma or equivalent education required.

**Experience:** Five years of experience or technical training in water works, equipment operation, construction or closely related area is required to be eligible for this position; some crew leader/supervisory skills are helpful.

**Certificates/Licenses:** Valid Utah Driver's License required; Utah State Water Distribution Operator (Grade 4 minimum) required prior to obtaining this position; must obtain UDOT Flagging Certificate within three months of hire.

**Probationary Period:** A one-year probationary period is a prerequisite to this position.

**Knowledge of:** Tools, machines and equipment used in the operation, maintenance and construction of the

water system; principles of maintenance and construction of water related projects; OSHA safety standards and EPA water standards and other related local, state and federal regulations; knowledge of, and ability to set up safe work zones in accordance with OSHA and state standards; water system facilities, equipment and operations.

**Responsibility for:** The care, condition, and use of materials, equipment, money and tools.

**Communication skills:** Ability to furnish and obtain information from other departments (Metro, White City, Jordan Valley Water Conservancy District, Midvale City, Division of Drinking Water).

**Tool, Machine, Equipment Operation:** Regular use of a telephone, pumps, motors, SCADA, computer, calculator, hand tools, dump trucks, utility trucks, and pickup trucks; limited use of loaders, backhoes and excavators.

**Analytical Ability:** Prioritize tasks, establish effective working relationships with employees and the public; perform complex operations without supervision.

VI. Working Conditions:

*Physical Demands:* While performing duties of job, moderate climbing/balancing and constant stooping and kneeling are required; occasional lifting of up to 50 lbs.

*Work Environment:* Regular exposure to unpleasant or hazardous working conditions caused by water, noise, dust, heavy equipment, toxic fumes, traffic, heights, and high voltage equipment; work in trenches, vaults, and manholes; outdoor work in all types of weather; requires 24 hour on-call status for emergency situations; requires on-call status on a rotating basis, staying within reasonable response time and answering a cell phone; seasonal shift work (including weekends and holidays) may be required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_